United Nations ST/SGB/2005/2

Secretariat

1 January 2005

Secretary-General's bulletin

Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 212.1 (a), hereby promulgates the text of the amendments to the 200 series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/2. The text of the amendments is attached to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule:

(a) Rule 206.3, Sick leave, is amended by adding a new subparagraph (c) to permit the possibility of granting sick leave to project personnel when sickness of more than five consecutive working days occurs during annual leave; subsequent paragraphs are renumbered;

(b) Rule 212.2, Financial responsibility, is amended to clarify that staff members are to be held responsible for financial loss resulting from their gross negligence and to ensure consistency with the wording of the other amendments necessary to establish the existence and the extent of the financial responsibility of staff members for financial loss suffered by the Organization.

1.2 Attached for insertion in the printed copy of ST/SGB/2002/2 are the new pages containing the amendments to the Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules.

Section 2
Final provision

Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2005.

(*Signed*) Kofi A. **Annan**
Secretary-General

05-28174 (E) 050405

Chapter VI

SOCIAL SECURITY

Rule 206.1

Participation in the Pension Fund

Project personnel whose appointments are for six months or longer, or who complete six months of service under shorter appointments without an interruption of more than 30 days, shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 206.2

Group life insurance plan

(Cancelled as of 1 February 1998)

Rule 206.3

Sick leave

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) The maximum entitlement to sick leave of project personnel shall be determined by the duration of their appointment, in accordance with the following provisions:

(i) Project personnel in short-term status may be granted sick leave at the rate of two working days per month of service;

(ii) Project personnel in intermediate-term status may be granted sick leave of up to three months on full salary and three months on half-salary in any period of 12 consecutive months, provided that the amount of sick leave in any period of four consecutive years shall not exceed nine months on full salary and nine months on half-salary;

(iii) Project personnel in long-term status may be granted sick leave of up to nine months on full salary and nine months on half-salary in any period of four consecutive years.

Sick leave during annual leave

(c) When sickness of more than five consecutive working days occurs while project personnel are on annual leave, including home leave, sick leave may be approved subject to appropriate medical certification.

Obligations of project personnel

(d) Project personnel shall submit a monthly report on any absence attributable to illness, injury or public health requirements. Sick leave in excess of three consecutive working days or longer shall be granted subject to

conditions and in accordance with procedures established by the Secretary-General for the certification and approval of such leave. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified, in which case the absence shall be treated as unauthorized in accordance with rule 205.1 (d).

(e) Up to seven days of sick leave in any twelve months of consecutive service may be used as family leave, in order to attend to family-related emergencies, or for paternity leave in the case of birth or adoption of a child, in which case the requirements otherwise applicable for sick leave in excess of three consecutive days shall not apply.

(f) Project personnel may be required at any time to submit a medical report as to their condition or to undergo a medical examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs an individual's ability to perform his or her functions, the individual may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. Project personnel shall comply promptly with any direction or request under this rule.

(g) Project personnel shall immediately notify a United Nations medical officer of any case of contagious disease occurring in their household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the project personnel should be excused from attendance at the office. If so, the project personnel shall receive full salary and other emoluments for the period of authorized absence.

(h) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

Rule 206.4

Medical care

(a) Project personnel shall participate in a medical insurance scheme provided by the United Nations unless exemption from such participation is expressly stated in the letter of appointment. The United Nations shall not be responsible for the medical care of project personnel who are exempted by their letter of appointment from the medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

(b) Project personnel appointed for a period of one month or more and participating in a medical insurance scheme provided by the United Nations may enrol their spouses and dependent children in the scheme.

(c) *(Cancelled as of 1 January 1998)*

(d) The United Nations will not assume responsibility for medical expenses incurred by project personnel following separation from service except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

Rule 206.5

Compensation for death, injury or illness attributable to service

Project personnel shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to the Staff Rules.

Rule 206.6

Compensation for loss or damage to personal effects attributable to service

Project personnel shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 206.7

Maternity leave

(a) An individual shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of 16 weeks from the time it is granted, except as provided in subparagraph (iii) below;

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the individual's request and upon production of a certificate from a duly qualified medical practitioner or midwife indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth;

(iii) The post-delivery leave shall extend for a period equivalent to the difference between 16 weeks and the actual period of pre-delivery leave, subject to a minimum of 10 weeks. However, the individual, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iv) The individual shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above.

(b) Where both husband and wife are employed by the United Nations, an unused portion of maternity leave to which the mother would otherwise have been entitled under paragraph (a) above or under staff rule 106.3 (a) may be used as paternity leave by the father of the child, under conditions established by the Secretary-General. Alternatively, paternity leave may be charged to the father's annual leave entitlement.

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (*Cancelled*)

(e) Annual leave shall accrue during the period of maternity leave.

Article VII

TRAVEL AND REMOVAL EXPENSES

Regulation 7.1

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

Regulation 7.2

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Chapter XII

GENERAL PROVISIONS

Rule 212.1

Amendment of, and exceptions to, Staff Rules

(a) Subject to staff regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to these Rules may be made by the Secretary-General provided that such exception is not inconsistent with any staff regulation, and provided further that it is agreed to by the individual directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of other project personnel.

Rule 212.2

Financial responsibility

Project personnel may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their gross negligence or of their having violated any regulation, rule or administrative instruction.

Rule 212.3

Liability insurance

In accordance with General Assembly resolution 22 E (I) of 13 February 1946, project personnel who own or drive automobiles shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or damage to the property of others caused by their automobiles.

Rule 212.4

Beneficiaries

(a) At the time of appointment, project personnel shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of project personnel to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of the individual, all amounts standing to his or her credit will be paid to his or her nominated beneficiary or beneficiaries subject to application of these Rules. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.

(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of the individual shall upon his or her death be paid to his or her estate.

Rule 212.5

Retroactivity of payment

Project personnel who may not have been receiving any allowances, grants or other payments due under these Rules shall not be entitled to receive such allowances, grants or other payments retroactively, unless a written claim has been submitted within one year of the date when the initial payment would otherwise have been due.

Rule 212.6

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by project personnel as part of their official duties, shall be vested in the United Nations.

Rule 212.7

Effective date and authentic texts of rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.3, 12.4 and 12.5, rules 200.1 to 212.7 shall be effective 1 January 2002. The English and French texts of these Rules are equally authoritative.

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions and conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2005

Level		STEPS														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
USG	Gross	189 952														
	Net D	127 970														
	Net S	115 166														
ASG	Gross	172 860														
	Net D	117 373														
	Net S	106 285														
D-2	Gross	141 974	145 065 *	148 156 *	151 248 *	154 340 *	157 431 *									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
D-1	Gross	129 405	132 119	134 832	137 547	140 261	142 974 *	145 689 *	148 403 *	151 116 *						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
P-5	Gross	106 368	108 679	110 987	113 295	115 605	117 913	120 223	122 532	124 842	127 150	129 458	131 768 *	134 077 *	*	
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
P-4	Gross	86 211	88 303	90 423	92 650	94 879	97 106	99 335	101 563	103 792	106 018	108 247	110 474	112 703	114 931 *	117 160 *
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
P-3	Gross	69 779	71 715	73 656	75 589	77 530	79 467	81 402	83 342	85 280	87 217	89 156	91 161	93 226	95 287	97 350 *
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
P-2	Gross	56 465	58 056	59 643	61 344	63 077	64 809	66 542	68 273	70 008	71 742	73 473	75 209 *			
	Net D	43 655	44 860	45 943	47 087	48 231	49 376	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
P-1	Gross	43 831	45 358	46 883	48 413	49 938	51 464	52 992	54 519	56 043	57 571					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

APPENDICES TO THE STAFF RULES

Appendix I

SALARY SCALES AND SCHEDULE OF PENSIONABLE REMUNERATION

Annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2005

Level		*STEPS*														
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
L-7	Gross	141 974	145 055*	148 156*	151 248*	154 340*	157 431*									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
L-6	Gross	129 405	132 119	134 832	137 547	140 261*	142 974*	145 689*	148 403*	151 116*						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
L-5	Gross	106 368	108 679	110 987	113 295	115 605	117 913	120 223	122 532	124 842	127 150	129 458*	131 768*	134 077*		
	Net D	76 148	77 561	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
L-4	Gross	86 211	88 333	90 423	92 650	94 879	97 106	99 335	101 563	103 792	106 018	108 247	110 474	112 703*	114 931*	117 160*
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 594	80 076	81 457	82 839
	Net S	59 132	60 330	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
L-3	Gross	69 779	71 715	73 656	75 589	77 530	79 467	81 402	83 342	85 280	87 217	89 156	91 161	93 226	95 287*	97 399*
	Net D	52 654	53 942	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 375	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
L-2	Gross	56 465	58 056	59 643	61 244	63 077	64 809	66 542	68 273	70 008	71 742	73 473	75 209*			
	Net D	43 655	44 830	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
L-1	Gross	43 831	45 358	46 883	48 413	49 938	51 464	52 992	54 519	56 043	57 571					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Pensionable remuneration for purposes of pension benefits and pension contributions

(United States dollars)

Effective 1 September 2004

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
L-7	189 791	194 106	198 418	202 727	207 040	211 351									
L-6	172 507	176 045	179 581	183 112	186 650	190 363	194 154	197 944	201 728						
L-5	143 546	146 554	149 562	152 573	155 581	158 588	161 596	164 608	167 614	170 622	173 632	176 647	179 872		
L-4	117 172	120 073	122 966	125 861	128 763	131 656	134 553	137 452	140 347	143 241	146 136	149 042	151 934	154 831	157 730
L-3	96 302	98 762	101 220	103 674	106 135	108 592	111 049	113 511	116 084	118 773	121 459	124 145	126 833	129 519	132 208
L-2	79 006	81 209	83 404	85 603	87 801	90 000	92 198	94 393	96 595	98 793	100 990	103 190			
L-1	61 521	63 640	65 750	67 862	69 976	72 086	74 203	76 313	78 426	80 539					